



# City of Richmond

900 East Broad Street  
Richmond, VA 23219  
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## DRAFT Meeting Minutes Organizational Development Standing Committee

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Monday, December 1, 2025

4:00 PM

Council Chamber, 2nd Floor - City Hall

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### Members Present

The Honorable Cynthia Newbille, Chair  
The Honorable Katherine Jordan, Vice Chair  
The Honorable Andrew Breton, Member  
The Honorable Kenya Gibson, Member  
The Honorable Nicole Jones, Member  
The Honorable Ellen Robertson, Member  
The Honorable Stephanie Lynch, Member (late arrival, early departure)  
The Honorable Reva Trammell, Member

### Absent

The Honorable Sarah Abubaker, Member

### Others in Attendance

Tori Cotman, Assistant City Attorney  
Laura Drewry, City Attorney  
Kiley Kesecker, Deputy City Clerk  
Candice Reid, City Clerk  
RJ Warren, Council Chief of Staff

### Call to Order

Chair Cynthia Newbille called the meeting to order at 4:01 p.m. and presided.

### Chamber Emergency Evacuation Announcement

Upon the Chair's request, Deputy City Clerk Kiley Kesecker provided information on the appropriate way to evacuate the Council Chamber in the event of an emergency.

### Approval of Minutes

There were no corrections or amendments to the minutes of the Monday, November 3, 2025 Organizational Development Standing Committee meeting at 4:00 p.m., and the minutes were approved as presented.

[CD.2025.371](#) November 3, 2025 - Organizational Development Standing Committee Meeting Minutes

## Reports from City Administration, Council Staff, and Other Parties

### 1. Parks Master Plan ~ Christopher Frelke, Director of Parks, Recreation and Community Facilities

[CD.2025.370](#) Parks Master Plan Presentation

*A copy of the material provided has been filed.*

Christopher Frelke, Director of Parks, Recreation and Community Facilities, gave a presentation on the citywide vision plan for parks, recreation, and facilities. Areas of focus included:

- Timeline for adoption
- Areas of engagement that informed the plan
- Driving principles and concerns
- Standards for quality, maintenance, and training
- Next steps in the legislative and engagement process

Member Nicole Jones asked if the reported goal number of community engagement touchpoints was 24,000, and if members could receive information on the feedback provided by Council district.

Mr. Frelke stated that the goal number of community touchpoints from the consultant was 2,400 to 3,000, and the estimated 24,000 touchpoints to date is by far the highest level of engagement for city master plans so far, and an excellent response rate. He also agreed to provide district breakdowns of feedback at a later date.

*Member Stephanie Lynch arrived at 4:21 p.m. and was seated.*

Member Andrew Breton asked if the master plan will include any analysis of how accessible city parks are in terms of walkability and pedestrian safety.

Mr. Frelke stated that the current metric is ten-minute walkability, and the plan includes goal areas related to sidewalks and the development of safe routes to parks.

Member Kenya Gibson stated that having more information on community feedback would be helpful in making decisions, as well as having more time to review the full document once it is made available.

Member Ellen Robertson stated that new plans should actually make commitments to making things happen, not just simply identify priority areas. She also discussed disparities in areas of investment, especially in historically neglected parts of the city as a result of the ward system put fourth by annexation and implemented by bad policy.

Member Reva Trammell thanked Mr. Frelke for the work his team is doing and stated that more action should be taken to assist economically disadvantaged populations, such as lowering the tax rate.

Member Stephanie Lynch stated that there is an opportunity for collaboration with Richmond Public Schools (RPS) to develop a policy regarding vacant and occupied RPS land and potential investment.

## **2. Office of the Council Chief of Staff Updates ~ Council Chief of Staff RJ Warren**

[CD.2025.381](#) Six Month Progress Report - Council Chief of Staff

*A copy of the material provided has been filed.*

Council Chief of Staff RJ Warren presented an overview of accomplishments and priorities during his first six months in office, highlighting the following items:

- Office Restructuring
- Major Deliverables
- Current Priorities
- FY 2027 Budget Development
- Policy Team Development

Committee members commended Mr. Warren for his performance and expressed confidence in his leadership and capabilities.

*Member Stephanie Lynch left the meeting at 5:14 p.m.*

### **Paper(s) for Consideration**

There were no papers for consideration.

### **Reports of Standing Committees**

Chair Newbille stated that City Council standing committee updates were provided by submitted documentation prepared by Council staff.

### **Consideration of Appointments to Boards, Commissions and Similar Entities**

There were no appointments for consideration.

### **Discussion Item(s)**

There were no discussion items.

### **Adjournment**

There being no further business, the meeting adjourned at 5:17 p.m.